FY 07 eGovernment Internal Scorecard for Quarter 2

Scorecard Critera for 4.1c Electronic Records Management –Q2	GREEN	YELLOW	RED
	(1) Program Office finalized all tasks associated with identifying records schedules for major information systems.	(1) Program Office provided incomplete information on the e-records template for the major information systems.	(1) Records schedule, item number and associated disposition instructions (e.g., "Destroy 6 years and 3 months after period covered by the account.") were not provided, and/or no information was provided on the e-records template for major information systems.
	(2) Program Office completed coordination with Program Records Official to identify and provide a listing of records schedules for major systems that do not have a NARA-approved records disposition schedule.	(2) Program Office began coordination with Program Records Official to identify and provide a listing of records schedules for major systems that do not have a NARA-approved records disposition schedule.	(2) Program Office has not begun coordination with Program Records Official to identify and provide a listing of records schedules for major systems that do not have a NARA-approved records disposition schedule.
	(3) Program Office identified on the-e-records template at least one-third of all other information systems (i.e., those not identified in Q1) that require scheduling or have developed and submitted a plan outlining a process and timeline for scheduling the systems. Information system: (a) contains electronic records (see definition of Federal record); (b) is mission-related or enterprise-wide; (c) has significant program or policy implications or high executive visibility; (d) was defined in the capital planning and investment control process; (e) is operational/production; (f) contains vital records; and (g) contains permanent records. Excluded Information systems: (a) do not contain electronic records; (b) data bases; (c) systems that are conceptual, in development, testing, or pilot stage; (d) systems that are labeled pre-production; and (e) systems with identified disposition schedules that are marked for retirement within the next year.	(3) Program Office identified on the-e-records template less than one-third of all other information systems (i.e., those not identified in Q1) that require scheduling or have developed and submitted a plan outlining a process and timeline for scheduling the systems	(3) Program Office has not identified at least 1/3 of all other information systems (i.e., those not identified in Q1) and has not developed and submitted a plan outlining a timeline and process for identifying and completing the e-records template for the other information systems.

FY 07 eGovernment Internal Scorecard for Quarter 3		
Scorecard Critera for 4.1c Electronic Records Management –Q3	**GREEN**	**YELLOW**	**RED**
	(1) Program Office will have finalized all tasks associated with identifying records schedules for major information systems. (2) Program Office identified on the e-records template the remaining 2/3 of information systems (1/3 identified in Q2) and provided the schedules and item numbers associated with the applications, OR provided a status on the work plan submitted in Q2. (3) Program Office provided a listing of information systems from items 1 and 2 for which no NARA-approved disposition records schedules could be identified. **Information system**: (a) contains electronic records (see definition of Federal record); (b) is mission-related, enterprise-wide; or is an administrative application system with content; (c) has significant program or policy implications or high executive visibility; (d) was defined in the capital planning and investment control process; (e) is operational/production; (f) contains vital records; and (g) contains permanent records. Excluded Information systems: (a) do not contain electronic records; (b) data bases; (c) systems that are conceptual, in development, testing, or pilot stage; (d) systems that are labeled pre-production; and (e) systems with identified disposition schedules that are marked for retirement within the next year.	(1) Program Office provided incomplete information on the e-records template for the major information systems. (2) Program Office is in process of identifying on the e-records template the remaining 2/3 of all other information systems (1/3 identified in Q2) AND provided a status on the work plan submitted in Q2. (3) Program Office is in process of completing a listing of information systems from items 1 and 2 for which no NARA-approved records disposition schedules could be identified.	(1) Where applicable, Program Office did not submit an e-records template listing major information systems that met criteria defined under the "green" column. (2) Program Office has not begun to identify the remaining 2/3 of the information systems and has not provided a status on the work plan submitted in Q2. (3) Program Office did not provide a listing of information systems from items 1 and 2 for which no NARA-approved disposition schedules could be identified.

FY 07 eGovernment Internal Scorecard for Quarter 4

Scorecard Critera for 4.1c Electronic Records Management – Q4	GREEN	YELLOW	RED
	(1) Program Office finalized all tasks associated with identifying records schedules for all information systems and submitted the completed e-records template OR provided a status of the progress of the work plan submitted in Q2 for completing the e-records template. (2) Program Office provided a listing of ALL information systems that contain vital records and potentially permanent records. (3) Program Office provided a listing of information systems from items 1 and 2 for which no NARA-approved disposition records schedules could be identified. **Information system**: (a) contains electronic records (see definition of Federal record); (b) is mission-related or enterprise-wide; or is an administrative application system with content; (c) has significant program or policy implications or high executive visibility; (d) was defined in the capital planning and investment control process; (e) is operational/production; (f) contains vital records; and (g) contains permanent records. Excluded Information systems: (a) do not contain electronic records; (b) data bases; (c) systems that are conceptual, in development, testing, or pilot stage; (d) systems that are labeled pre-production; and (e) systems with identified disposition schedules that are marked for retirement within the next year. **Vital records** are records that specify how DOE will operate in case of an emergency or disaster; those records vital to the continued operations of the DOE during and after an emergency or disaster; and those records needed to protect the legal and financial rights of the Government and those affected by its actions. **Permanent records** are records that have been appraised by NARA as having sufficient historical or other value to warrant continued preservation by the Federal Government beyond the time they are normally needed for an Agency's administrative, legal, or fiscal purposes.	(1) Program Office is still in the process of identifying all information systems AND provided a status of the progress of the work plan submitted in Q2. (2) Program Office is still in the process of developing a listing of ALL information systems that contain vital records and potentially permanent records. (3) Program Office is in process of completing a listing of information systems from items 1 and 2 for which no NARA-approved records disposition schedules could be identified.	(1) Records schedule, item number and associated disposition instructions (e.g., "Destroy 6 years and 3 months after period covered by the account.") were not provided, and/or no information was provided on the e-records template for major information systems. (2) Program Office has not started a list of ALL information systems that contain vital records and potentially permanent records. (3) Program Office did not provide a listing of information systems from items 1 and 2 for which no NARA-approved disposition schedules could be identified.